

# Your business cash flow forecast

Helping you with your business planning

**Name of business**

**Date budget  
figures completed**

**Please read the following notes before completing the form.**

**(You may wish to talk to an accountant or your Local Enterprise Agency.)**

1. We have designed this form to help you and us decide how much you may need to borrow by way of overdraft or loan. You can estimate future receipts and payments and update them on a regular basis.
2. There are two columns for each period. You should complete the budget column with your estimated figures, then fill in the actual column at the end of each period to check that you're still on target.
3. You should include VAT in all figures paid to Inland Revenue in the appropriate column.
4. You should fill in the opening bank balance (D) with the amount on your bank statement, not the amount in your cash book. You should reconcile the two in the appropriate receipts/payments column.
5. You should comment on the back of the form on the following:
  - ▶ Details of capital expenditure and sales of assets (eg, cars, equipment, etc).
  - ▶ Significant fluctuations between periods (eg, unusual large order for delivery when all work is complete).





